

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>								1. Agency Position No. NS0047	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other <small>Explanation (Show any positions replaced)</small>		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		13. Competitive Level Code	
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		14. Agency Use	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review		Geographic Information System Specialist		GS		301		09	
d. First Level Review		OC: AA						twr 9/30/02	
e. Recommended by Supervisor or Initiating Office									
16. Organizational Title of Position <i>(if different from official title)</i>				17. Name of Employee <i>(if vacant, specify)</i>					
18. Department, Agency, or Establishment Department of the Interior				c. Third Subdivision					
a. First Subdivision Bureau of Land Management				d. Fourth Subdivision					
b. Second Subdivision State Office				e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee <i>(optional)</i>					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. <u>This certification is made with the knowledge that</u>				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>					
Signature _____ Date _____				Signature _____ Date _____					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position Handbook of Occupational Groups and Families Series Definitions. Administrative Analysis Grade Evaluation Guide, Aug 90, TS-98.					
Typed Name and Title of Official Taking Action Todd W. Ryan HR Specialist (Classification)				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature _____ Date 9/30/02									
23. Position Review		Initials		Date		Initials		Date	
a. Employee <i>(optional)</i>									
b. Supervisor									
c. Classifier									
24. Remarks FPL: GS-09 BUS: _____									
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>									

POSITION CLASSIFICATION AMENDMENT

1. OFFICIAL HEADQUARTERS	2. NAME OF INCUMBENT
3. ORGANIZATIONAL LOCATION <input type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input checked="" type="checkbox"/> AS HEREBY AMENDED	
IIa. _____	d. _____
b. _____	e. _____
c. _____	

4. CSC TITLE AND BUREAU POSITION NO. NS0047 Geographic Information System Specialist	SCHEDULE GS	SERIES 301	GRADE 07
<input type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE			

CERTIFICATIONS

5. I CERTIFY THAT THE POSITION IDENTIFIED ABOVE HAS CHANGED AS REFLECTED. <div style="border-top: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> (Signature of Supervisor) (Date) </div> <div style="border-top: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> TITLE </div>	5. I CERTIFY THAT THE CHANGES REFLECTED ARE PROPER AND THE POSITION AS HEREBY AMENDED IS PROPERLY CLASSIFIED. <div style="border-top: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Todd W. Ryan 9/30/02 </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> (Official Exercising Classification Authority) (Date) </div> <div style="border-top: 1px solid black; height: 20px; width: 100%;"></div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> TITLE HR Specialist (Classification) </div>
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7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

This is an advanced developmental position. The assignments in this position are designed to prepare the incumbent to perform the duties and responsibilities in the target position of Geographic Information Specialist, GS-301-09.

The assignments are essentially the same as the target position; however, a more limited knowledge is applied, the supervisor provides continuing or individual assignments with specific instructions, specific guidelines are available, the assignments are less complex, and the effect of work product is more limited.

SUPERVISORY CERTIFICATION: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that a false or misleading statement may constitute violations of such statutes or their implementing regulations.

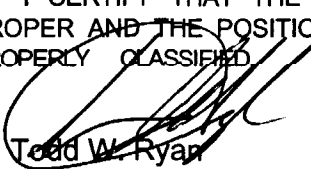
Name Signature and Title of Supervisor

Date

POSITION CLASSIFICATION AMENDMENT

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3. ORGANIZATIONAL LOCATION <input type="checkbox"/> AS SHOWN ON CURRENT DESCRIPTION <input checked="" type="checkbox"/> AS HEREBY AMENDED			
IIa. _____ b. _____ c. _____	d. _____ e. _____		
4. CSC TITLE AND BUREAU POSITION NO. NS0047 Geographic Information System Specialist			
	SCHEDULE GS	SERIES 301	GRADE 05
<input type="checkbox"/> SAME AS PRESENT: AMENDED FOR <input type="checkbox"/> CSC TITLE <input type="checkbox"/> POS. NO. <input type="checkbox"/> SCHEDULE <input type="checkbox"/> SERIES <input checked="" type="checkbox"/> GRADE			

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7. DESCRIBE BRIEFLY, BUT IN FULL, THE REASONS FOR CHANGES CHECKED ABOVE AND THE ADDITIONS, DELETIONS, OR REVISIONS WHICH ARE TO BE MADE IN THE DESCRIPTION PROPER.

This is an entry level trainee position to a full performance GS-09 level position. The incumbent of this position may be non-competitively promoted to the intermediate grade level (GS-07) after satisfactorily completing higher graded duties and upon completion of time-in-grade and qualification requirements.

The incumbent will be assigned various tasks from the attached position description on an on-the-job training basis, with the difficulty of the tasks and degree of independent performance increasing gradually, as the incumbent becomes better trained, and demonstrates the ability to assume greater responsibility.

Initially, the supervisor will make assignments by giving specific instructions on objectives, standards, methods and guidelines; and will review work closely during progress and upon completion. Review of work will be for adherence to instructions, guidelines, methods, procedures, and additional developmental needs.

SUPERVISORY CERTIFICATION: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that a false or misleading statement may constitute violations of such statutes or their implementing regulations.

Name Signature and Title of Supervisor

Date

I. INTRODUCTION

The incumbent serves as the Geographic Information System (GIS) Specialist. Provides GIS support and advice for application of geospatial technology. This position is responsible for the acquisition and management of the wide range of spatial information required to support the management of public lands. The incumbent must have an effective mix of technical skills in the geographic and computer science disciplines as well as a working appreciation of the Bureau mission and operational procedures sufficient to support Bureau of Land Management (BLM) business activities.

This position is typically located at field/district office level.

II. MAJOR DUTIES

The incumbent performs the following duties:

1. Geospatial Analysis

- Identifies requirements and implements analytical techniques necessary to solve GIS issues.
- Develops and modifies GIS software applications and interfaces.

2. Geospatial Information Management

- Is the technical specialist for activities involving spatial data for the individual office.
- Provides technical user support for all aspects of geospatial data and software.
- Implements quality control and assurance guidelines for geospatial data projects.
- Assists in the development of statewide standards and applications.
- Works with other Federal, State and local agencies to coordinate data capture and analysis projects
- Represents the office in order to facilitate the sharing and distribution of spatial information with other Federal, state and local entities.
- Works actively to bring consistency to all geospatial data.

3. Geospatial Program Management/Coordination

- Works with a diverse group of resources specialists, planners and managers to coordinate and implement GIS activities, to include; development of project objectives, evaluation

of adequacy of existing data sources, creation/modification of GIS coverages, databases, analysis, and preparation of final output products.

- Coordinates locally with managers, resources specialist/technicians and IT staff to identify GIS hardware and processing needs and develop plans for required upgrades.

4. Geospatial Policy and Planning

- Assists in the integration of Enterprise GIS with the long- and short- term planning and management activities.

III. FES FACTORS:

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

Level 1-6, 950 points

- Ability to apply Geographic Information Systems and related technology in support of natural resources management.
- Practical knowledge of the techniques used in the analysis of multiple resources, combined with a knowledge of the magnitude and complexity of GIS databases. This includes comprehensive program planning and implementation techniques, data encoding and standards. Ability to coordinate a variety of simultaneous projects.
- Practical knowledge of the general land use planning process and land management programs.
- Practical knowledge of geographic/cartographic sciences, interdisciplinary resource management, and database management.
- Knowledge of appropriate database design principles to identify interrelationships among data.
- Practical knowledge of the interrelationships of various natural and cultural resources; for example, range, wildlife, soil, water, minerals and others.
- Practical knowledge of the concepts involved in predictive modeling to generate computer models of resource distribution and behavior.
- Knowledge of BLM standard GIS software/hardware.
- Ability to communicate clearly about the application of GIS with planners, resource specialists, managers, and peer professionals in Federal, State and local agencies.
- Ability to communicate effectively with a multi-disciplinary group in a knowledgeable and accurate manner.

FACTOR 2, SUPERVISORY CONTROLS

Level 2-3, 275 points

Reports to a first line supervisor who assigns specific projects in terms of objectives, priorities, and deadlines. The incumbent plans, coordinates, and performs the steps to complete the project within accepted practices in the occupation. Completed work is reviewed by the supervisor for consistency as well as contribution to the overall project. Findings and recommendations developed by the incumbent are reviewed by the supervisor.

FACTOR 3, GUIDELINES

Level 3-3, 275 points

Guidelines are Bureau manuals, written instructions, State guidance and work plan directives, implementation and work plan directives setting forth policies, regulations and procedures for management. These guidelines, however, are often very general in nature, and incomplete. There are many instances when the incumbent is required to use good judgment in interpreting and adapting existing guidelines to specific case or problems.

FACTOR 4, COMPLEXITY

Level 4-3, 150 points

The work includes various duties involving different and unrelated processes and methods. In completing an assignment, the incumbent is frequently involved in several stages of the geospatial data automation process from analysis of subject matter to final product design. The incumbent makes decisions regarding what needs to be done based on an analysis of the subject under review, including identifying the conditions and elements involved to discern interrelationships.

FACTOR 5, SCOPE AND EFFECT

Level 5-3, 150 points

The purpose of the work is to plan and carry out projects that involve identifying analyzing and making recommendations to resolve conventional problems and situations. The completed work influences decisions by managers concerning the activities studied. The BLM GIS database compiled and coordinated by the incumbent will be used to assist BLM managers in their functional responsibilities.

FACTOR 6, PERSONAL CONTACTS

Level 6-2, 25 points

Personal contacts are primarily with local staff and/or counterparts at Federal, State, or local agencies/government within a structured setting.

FACTOR 7, PURPOSE OF CONTACTS

Level 7-2, 50 points

Contacts are made to exchange professional and technical information, resolve problems, establish procedures, conduct briefings, coordinate actions, perform evaluations, provide guidance, and to explain programs, policies and procedures.

FACTOR 8, PHYSICAL DEMANDS

Level 8-1, 5 points

The work is primarily sedentary, requiring long periods of sitting in one position, intense concentration, and working for several hours at a time. Stress may be experienced on a regular basis in attempting to respond to conflicting objectives and in working against tight deadlines with limited resources.

FACTOR 9, WORK ENVIRONMENT

Level 9-1, 5 points

The work is primarily in an office/computer room environment. Occasional fieldwork may be required. Fieldwork is in support of resource mapping projects and involves extended days of travel. Poor weather conditions may prolong fieldwork beyond planning dates. Incumbent must be comfortable with less than ideal conditions in remote settings in the accomplishment of mapping projects.

EVALUATION STATEMENT

Recommended Classification: Geographic Information Specialist, GS-0301-09
Organizational Location: Bureau of Land Management
References: Administrative Analysis Grade Evaluation Guide, TS-98, August 1990.

Background: The Enterprise Geographic Information System Human Capital Group (GISHCG) developed this position description. The GISHCG was established as a subcommittee to the Enterprise GIS Implementation initiative in order to create a staffing/classification package for managers and Human Resources staff. The package consists of standard position descriptions at the GS-9, GS-11 (NS0048), and GS-12 (NS0049) levels.

Although it may be found at any organizational level, GS-09 level GIS positions are typically located at field/district office level. The GS-09 level is the first full performance level for two-grade interval GIS positions (i.e., those positions involving the exercise of analytical ability, judgment, discretion, and personal responsibility, and the application of a substantial body of knowledge of principles, concepts, and practices).

Determination of Series and Title:

To select the appropriate series, you must determine the paramount knowledge; i.e., the most important subject matter knowledge, required to perform the primary duties of the position. To determine the paramount knowledge, you must also consider the primary purpose for the position's existence, the most important qualification(s) required, recruitment sources, career progression, and the background knowledge required. Care must be taken to apply the **"paramount knowledge requirement test"** as consistently and fairly as possible.

The paramount knowledge requirement in this position is of Geographic Information Systems (GIS) including current applications, trends, data management procedures, and software/hardware uses in order to support natural resources management programs. The Miscellaneous Administration and Program series, GS-301, covers two-grade interval work which is not elsewhere classifiable. The essential criteria for classifying positions in this series are:

- that the primary work of the position is of an administrative, two-grade interval nature; and
- that the primary work of the position is not classifiable in any other series.

Positions classified in the Miscellaneous Administration and Program Series, GS-301, involve *specialized* work for which no appropriate occupational series has been established. It has been demonstrated that knowledge of such fields as geography, natural resources, physical science, or cartography obtained through completion of a full 4-year course of study leading to a bachelor's or higher degree or an appropriate combination of education and experience is suitable for successful performance of GIS work. However, placement in a series appropriate for the areas of studies listed above (i.e., 150, 401, 1301, 1370) would not be reflective of all the knowledges

required to perform GIS work, including the knowledge required to support the various and diverse amount of Bureau programs. It has also been demonstrated that knowledge related to information systems is beneficial. However, this knowledge is more characteristic to that applied by an information technology user rather than a specialist and does not meet the intent for placement in the Information Technology series. Therefore, these knowledges do not meet the “paramount knowledge requirement test.”

In consideration of the paramount knowledge required, the specialized nature of the work, the mix of knowledges required (that can be obtained through varied backgrounds), providing a consistent and inclusive series for recruitment purposes, and providing a consistent career ladder progression, it is determined that this position meets the criteria for placement into the GS-301 series.

No titles are specified for positions in this series. Geographic Information Specialist has been requested. The appropriate title and series for this position is Geographic Information Specialist, GS-0301-XX.

Determination of Grade:

Individual worker positions classified in the GS-301 series are to be evaluated by reference to an appropriate multi-series guide or, if none is applicable, a standard for a specific occupational series that involves analogous knowledges and skills. The Administrative Analysis Grade Evaluation Guide (AAGEG), TS-98, August 1990, provides grade level criteria for non-supervisory staff administrative analytical, planning, and evaluative work, at grade GS-9 and above. Work covered by the guide is administrative in nature and does not require specialized subject matter knowledge and skills. While such work does not require specialized educational preparation, it does require a high degree of qualitative and/or quantitative analytical skills, the ability to research problems and issues, written and oral communication skills, and the application of mature judgment in problem solving.

This AAGEG is written in the Factor Evaluation System (FES) format. Under that system, positions are evaluated on a factor-by-factor basis using the factor level descriptions (FLDs) provided in the standard. Each factor in the position description is evaluated against the appropriate FLDs and/or illustrations in the standard. The work of the position must fully match the FLD.

Summary of Points Assigned

Evaluation Factors		Points Assigned	(Level)
1	Knowledge Required by the Position	950	6
2	Supervisory Controls	275	3
3	Guidelines	275	3
4	Complexity	150	3
5	Scope and Effect	150	3
6&7	Personal Contacts & Purpose of Contacts	75	2b

8	Physical Demands	5	1
9	Work Environment	5	1
	Total Points	1885	
	Grade Conversion (Range: 1855-2100)	GS-09	

Conclusion: This position is properly classified as Geographic Information Specialist, GS-301-09.



Todd W. Ryan
HR Specialist (Classification)